



Salem School Building/Construction Committee

Meeting date: October 17, 2012

Place: Salem School Library

Time: 7:00 PM

Meeting Agenda

1. Approve meeting minutes of October 3, 2012
2. Additions and Revisions
3. Introduction of key parties involved in the renovation project.
4. General discussion of overall scheduling covering contractor setup by location, on school and town property, proposed start of work, abatement plans covering layout of secured area, hours of work and security badges.
5. Procedures for communications between general contractor, the town's owner's representative, architect and building committee. Location of office facilities for owner's representative, which includes phone, computer, and layout area for construction plans.
6. Weekly or biweekly production meetings covering progress reports, problems and scheduling.
7. Items of key importance, abatement procedures and scheduling, change orders and procedures and selection of roofing material.
8. Committee's additional questions or suggestions.
9. Public Comment
10. Adjournment